



NOTICE OF VACANCY

| No. | Position | Place Of Assignment | Daily Rate per Day/Monthly | Qualifications/Education | Experience | Training | Eligibility |
|-----|----------------------------------|---|----------------------------|--|---|----------|-------------|
| 1 | Substitute Instructor I (COS) | Secondary Laboratory School | Php 19,940/ Month | >BSE Graduate; MAPEH/PEHMA Major > Preferably with Master's Degree | > With Relevant Teaching Experience | None | LET Passer |
| 1 | Administrative Aide IV (JOP) | Accounting Office | Php 508.00 | >Preferably a graduate of any business course; >Hardworking; >Punctual; >Willing to render services even after office hours; >With good communication skills (oral and written). | | None | None |
| 1 | Administrative Assistant I (JOP) | Office of University Board Secretary | Php 631.00 | >At least 2 years in college; >Preferably BS IT or DevCom graduate. | >Must have the experience and skill in writing, photography and lay-out; >Must have basic encoding skills; >Must have knowledge in basic research | None | None |
| 1 | Bookkeeper (JOP) | Compensation, Benefits and Obligation's Office (CBOO) | PHP 679.00 | >BS Accountancy/ Financial Management/ Management Accounting/ Commerce and other related courses; >Hardworking; >With initiative and fast-learner; >With passion in accounting such as bookkeeping/ payroll preparation, maintenance and monitoring of indices and ledgers. | | None | None |



Republic of the Philippines
Benguet State University
La Trinidad, Benguet, 2601

Application Period: October 2, 2017 – October 6, 2017

For evaluation purposes, all interested applicants must submit the following to:

FELICIANO G. CALORA, Jr.
University President
Benguet State University

1. Application letter indicating position being sought
2. Bio-data with photo (Computer-generated photo not accepted)
3. Certificate of Eligibility, if applicable
4. Certificate of Honors and Awards, if applicable
5. Certificate of Trainings/ Seminars attended after graduation relevant to the position being filled-up
6. Photocopy of Official Transcript of Records (BS, MS/MA, PhD/EdD, if applicable; if ongoing, partial Academic Record)
7. Service Records from previous employer if applicable
8. Copy of performance evaluation, if applicable

*Only qualified applicants will be notified for interview.



FELICIANO G. CALORA, JR.
University President